

**FEDERAL LAW GIVES YOU THE RIGHT TO:**

- Form, join, or assist a union;
- Choose a representative to bargain with us on your behalf;
- Act together with other employees for your benefit and protection;
- Choose not to engage in any of these protected activities.

**WE WILL NOT** do anything to prevent you from exercising the above rights.

**YOU HAVE THE RIGHT** to discuss wages, hours and working conditions with other employees and **WE WILL NOT** do anything to interfere with your exercise of that right.

**WE WILL NOT** threaten to discharge you or discharge you because you brought concerted complaints to management.

**WE WILL NOT** maintain in our rules on our intranet site, in our Employee Handbook, including our **Confidential and Proprietary Information policy, Confidentiality and Non-Disclosure Agreement, Performance Review policy, Personal Conduct policy, and Employee Handbook Acknowledgement**, or anywhere else, that defines confidential information to include "personnel information" or "performance evaluations."

**WE WILL NOT** maintain and will revise our rules listed in our Personal Conduct Policy concerning "misconduct" and "insubordination," or anywhere else, to reflect that they are not intended to prohibit employees from engaging in concerted activities.

**WE WILL** notify you in writing that the confidentiality provisions contained in all versions of our Employee Handbook, to the extent that they define confidential information to include "personnel information" or "performance evaluations" are rescinded and void and will not be enforced.

**WE WILL** delete from our Employee Handbook any rules in our Personal Conduct Policy that restrict you in the exercise of your rights under the National Labor Relations Act.

**WE WILL** publish and distribute to all current employees a revised Employee Handbook that (1) does not contain the rules listed above, or (2) provides the language of lawful rules.

**WE WILL** make whole Alecia Winters (Winters), who has waived her right to reinstatement, for the losses and other benefits she suffered as a result of her discharge, with interest, and **WE WILL** remove from our files any reference to Winters discharge, and within 3 days thereafter, notify her in writing that this has been done, and that such material will not be used as a basis for any future personnel action against her or referred to in response to any inquiry from any employer, employment agency, unemployment insurance office, or reference seeker, or otherwise used against her.

**Lincoln Eastern Management Corporation**  
\_\_\_\_\_  
(Employer)

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Representative) (Title)